



# Priority Plan

Revised October 21, 2002

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## Executive Summary

South Florida Water Management District (SFWMD) Resolution 01-22 adopted on March 15, 2001, created the SFWMD Governing Board's Water Resources Advisory Commission (WRAC) as a means of obtaining stakeholder input on South Florida's critical water resources. The main purpose of the WRAC, an advisory body to the Governing Board, is to develop consensus based recommendations regarding future water resources activities needed to restore, preserve and protect the greater South Florida ecosystem while providing for other water-related needs of the region, including water supply and flood protection. Section 3 of the Resolution sets forth a series of eight tasks to be carried out the WRAC.

This report is issued pursuant to SFWMD Resolution 01-22 Section 4 Status Reporting, which directs the WRAC to provide monthly status report to the Governing Board and develop a "Priority Plan". The Priority Plan is to be updated on a quarterly basis and submitted for review and concurrence at regularly scheduled meetings of the Governing Board.

The highest responsibility selected by the members of the Water Resources Advisory Commission (Commission), from among the responsibilities assigned by the Governing Board is to serve as a forum for consensus building on a variety of water resource issues. The Commission identified a number of issues that they would like to prepare as practical recommendations for the SFWMD Governing Board's consideration. The top three issues are:

1. Coordinate Comprehensive Everglades Restoration Plan (CERP) Programmatic Regulations and related water assurance issues, e.g. Consumptive Use Permitting, Minimum Flows and Levels, Reservations, etc.
2. CERP Program and Project scheduling and implementation; and
3. Federal and State CERP funding and financial reporting issues.

~~The WRAC will be working to develop recommendations on issues identified in this Plan or by request of either the Governing Board of the South Florida Ecosystem Restoration Task Force. regarding the Water Resources Development Act (WRDA) 2000 Programmatic Regulations by February of 2002, which fits within the tight time frame established by the U. S. Army Corps of Engineers to complete their development. The schedule for the development of recommendations on the second and third top priorities will be provided in future updates of the Priority Plan. The WRAC will most likely not consider the other issues listed in this plan during the 2001 - 2002 fiscal year. However, should when major policy-decisions related to the issues identified in the body of this report come up for Governing Board consideration during the year the course of their existence, WRAC would like the opportunity to make recommendations on the matters.~~

The Commission members have agreed to meet on the first Thursday of every month and have requested a number of water resource briefings. The two-fold purpose of these briefings is to provide an overall picture of the more critical water resources issues affecting the South Florida Ecosystem and to begin establishing a common ground between the Commission members. Briefings will continue to be provided during the course of the years but with less frequency as the WRAC begins the consensus development process.

Through the process of consensus, the Commission made a commitment to meet at least once a year in the four water supply planning regions of the SFWMD. The four regions are the Lower East Coast, Upper East Coast, Kissimmee Basin, and Lower West Coast. ~~In Fiscal Year 2001-2001, the Commission is scheduled to meet in the following counties: Lee, Miami Dade, Martin, Monroe and~~

~~Okeechobee~~. Local water resources, projects and growth management issues briefings will be provided to the WRAC during these “out of headquarters” meetings.

The Commission has decided to provide plenty of opportunities to hear public comments during the course of their meetings as a means to providing opportunities for public input on key issues involved in establishing and sustaining a healthy ecosystem and economy into the future. Additionally, during “out of headquarters” meeting the WRAC will, as needed, hold informal public receptions to meet members of the hosting communities.

~~In addition to continuing to receive water resource briefings, the Commission is scheduled to begin consensus development deliberations at their August 2001 meeting.~~

The Priority Plan is a working document that will be updated on a quarterly basis or on an as needed basis, to accurately reflect the future activities and deliberations of the Water Resources Advisory Commission. In addition to the monthly reports to the Governing Board, the Commission will submit additional reports as necessary to meet its charge.

## Priority Plan Issues

### A. TOP THREE ISSUES SELECTED

1. Coordinate CERP Programmatic Regulations and related water assurances issues, e.g. Water Use Rulemaking Issues, Consumptive Use Permitting & Minimum Flows & Levels, Reservations, etc.
2. CERP Implementation & scheduling
3. Federal/State CERP Appropriations and Implementation Financial Reporting Issues

### B. COMPREHENSIVE EVERGLADES RESTORATION PLAN AND RELATED ISSUES

#### 1. POLICY

- a. Water Supply Planning and CERP overlap coordination
- b. Develop regulatory programs based on science
- c. CERP Programmatic Regulations
- d. Develop protocols for managing Issues prior to adoption of CERP
- e. Programmatic Regulations
- f. CERP ASR & Waste Water Reuse Projects
- g. Land acquisition

#### 2. IMPLEMENTATION AND SCHEDULING

- a. Critical path information on Project development
- b. Implementation plan schedule
- c. Updated documentation of CERP implementation
- d. Develop new and innovative recommendations to expedite CERP implementation
- e. Public Outreach Plan
- f. Socioeconomic and Environmental Justice Plan

#### 3. FUNDING

- a. Federal/State Appropriations
- b. Development of Funding Principles
- c. Land Acquisition
- d. CERP implementation financial reporting issues
- e. Improve partnerships between SFWMD and Local Government

#### 4. SCIENCE AND TECHNICAL ISSUES

- a. ASR and Waste Water Reuse
- b. Compare the cost by acre feet of new water (ASR & Reuse)
- c. 245,000 acre feet of water for ENP

### C. OTHER ISSUES SELECTED

1. WRDA 2000 pre-condition projects (Critical Projects)
  - C-111 project
  - Modified Water Deliveries
  - Water Quality
2. Everglades Construction Project Phase II by 2006
3. Waste Water Reuse Implementation
4. Lake Okeechobee
  - Long term Lake Okeechobee Management
  - Lake Okeechobee Sediment Removal

- Sludge disposal Regulations
- Lake Okeechobee backpumping - Is there a limit?
- Water Quality data of different discharges points around Lake Okeechobee
- 5. Growth Management Issues
  - Projected Regional population growth & infrastructure needs (RPC's) (FDCA) (Counties)
  - Fostering compatibility between the natural & built system (SFERTF)
- 6. Estuarine, Coastal & Ocean Issues
  - Water Flows affecting the estuaries
  - Sea Level Rise Impacts

## Proposed Schedule for Fiscal Year ~~2001-2002~~ - 2003

| <u><del>DATE</del></u> | <u><del>LOCATION</del></u>                 | <u><del>BRIEFINGS</del></u>  | <u><del>CONSENSUS STATEMENT<br/>DEVELOPMENT</del></u>   |
|------------------------|--|--|---|
| July 5                 | West Palm Beach                            | Combined Consumptive Use Rulemaking<br>& Programmatic Regulations  |   |
| Aug. 2                 | West Palm Beach                            | ➤ <del>CERP Funding and Cash Flow</del><br>➤ <del>CERP Project Implementation Status</del><br>➤ <del>Land Acquisition strategy</del><br>➤ <del>ASR Issues</del><br>➤ <del>Programmatic Regulations</del> | ➤ <del>Programmatic Regulations</del>   |
| Sept. 6                | West Palm Beach                            | ➤ <del>Waste Water Reuse Presentation &amp;<br/>Field Trip (Boynton Beach)</del><br>➤ <del>CERP Public Outreach &amp; socio-<br/>economic &amp; environmental Justice<br/>Plans</del>                    | ➤ <del>Programmatic Regulations</del>   |
| Oct. 4                 | West Palm Beach                            |  | ➤ <del>CERP Project Implementation</del><br>➤ <del>CERP Funding and Cash Flow</del>                               |
| Nov. 1                 | Broward/Joint mtg.<br>with Working Group   | ➤ <del>Working Group Member Agency<br/>Briefings on CERP issues</del>  |   |
| Dec. 6                 | Lee County—<br>Ft. Myers Service<br>Center | ➤ <del>Long term drought management &amp;<br/>water shortage restrictions (GB)</del><br>➤ <del>Big Cypress Basin Issues</del><br>➤ <del>RPC &amp; County issues</del>                                    |   |
| Jan. 17<br>& 18        | West Palm Beach                            | ➤ <del>Draft Programmatic Regulations</del>  | ➤ <del>Review Draft Programmatic<br/>Regulations</del><br>➤ <del>Develop Governing Board<br/>Recommendation</del> |
| Feb. 7                 | Miami Dade County                          | ➤ <del>Biscayne Bay issues</del><br>➤ <del>RPC &amp; County issues</del>   | ➤ <del>Finalize Programmatic Regulations</del><br><del>Governing Board<br/>Recommendations</del>                  |
| Feb. 21                | Okeechobee County                          | Lake Okeechobee issues   |   |
| March 7                | West Palm Beach                            |  |   |
| April 4                | Martin County                              | ➤ <del>Indian River Lagoon</del><br>➤ <del>RPC &amp; County issues</del>   |   |
| May 2                  | West Palm Beach                            |  |   |
| June 6                 | Monroe County—<br>Keys                     | ➤ <del>Florida Bay &amp; Keys issues</del><br>➤ <del>RPC &amp; County issues</del>   |   |
| July 18                | West Palm Beach                            |  | .   |

| DATES             | MEETING  | LOCATION  | NOTES   |
|-------------------|--|---|---|
| October 7, 2002   | WRAC Regular Meeting                             | South Miami-Dade Co.  | Keys Gate Golf & Tennis Club<br>Hampton Inn   |
| October 8, 2002   | WRAC Pre-CERP<br>Baseline Committee<br>Meeting   |   |   |
| October 14, 2002  | WRAC "B" List<br>Rulemaking Committee<br>Meeting | West Palm Beach, B-2<br>Lake Okeechobee Conf.<br>Room       |   |
| October 17, 2002  | WRAC "B" List<br>Rulemaking Committee<br>Meeting | West Palm Beach, B-1<br>Auditorium                          | cancelled   |
| October 21, 2002  | Special WRAC Workshop<br>on "B" List Rulemaking  | West Palm Beach<br>B-1 Auditorium                           | <b>cancelled</b>  |
| October 21, 2002  | WRAC "B" List<br>Rulemaking Committee<br>Meeting | West Palm Beach, B-1<br>Auditorium                          | New Committee Meeting   |
| October 24, 2002  | WRAC Pre-CERP<br>Baseline Committee<br>Meeting   | West Palm Beach<br>B-1 Auditorium                           |   |
| October 28, 2002  | WRAC Lake Okeechobee<br>Committee Workshop       | West Palm Beach, B-2<br>Lake Okeechobee Conf.<br>Room       |   |
| October 28, 2002  | WRAC "B" List<br>Rulemaking Committee<br>Meeting | West Palm Beach, B-1 3-<br>A Conference rm. &<br>Storch rm. | New Committee Meeting   |
| October 31, 2002  | WRAC Pre-CERP<br>Baseline Committee<br>Meeting   | West Palm Beach<br>B-1 Storch Conf. Room                    |   |
| November 4, 2002  | WRAC Regular Meeting                             | West Palm Beach   | <b>The date for this meeting<br/>has been changed from Nov.<br/>7 to Monday, Nov. 4</b> |
| December 5, 2002  | WRAC Regular Meeting                             | Naples / Collier Co.  | SW Conservancy Facilities<br>and the<br>Clarion Inn & Suites                            |
| January 16, 2003  | WRAC Regular Meeting                             | West Palm Beach West<br>Palm Beach, B-1<br>Auditorium       |   |
| February 6, 2003  | WRAC Regular Meeting                             | Broward Co.   |   |
| March 6, 2003     | WRAC Regular Meeting                             | West Palm Beach, B-1<br>Auditorium                          |   |
| April 3, 2003     | WRAC Regular Meeting                             | Okeechobee Co.  |   |
| May 1, 2003       | WRAC Regular Meeting                             | West Palm Beach, B-1<br>Auditorium                          |   |
| June 5, 2003      | WRAC Regular Meeting                             | Orlando Co.   |   |
| July 17, 2003     | WRAC Regular Meeting                             | West Palm Beach, B-1<br>Auditorium                          |   |
| September 4, 2003 | WRAC Regular Meeting                             | West Palm Beach, B-1<br>Auditorium                          |   |
| October 2, 2003   | WRAC Regular Meeting                             | TBA   |   |
| November 6, 2003  | WRAC Regular Meeting                             | West Palm Beach, B-1<br>Auditorium                          |   |
| December 4, 2003  | WRAC Regular Meeting                             | TBA   |   |

## **Water Resources Advisory Commission Communications Guidelines**

### **A. SCOPE**

These guidelines outline identify the communications protocols of the Water Resources Advisory Commission.

### **B. PURPOSE**

This document is designed to provide a framework for managing communications between the Water Resources Advisory Commission, the Governing Board and staff of the South Florida Water Management.

### **C. REFERENCES**

Governing Board Resolution No. 01-22  
Florida's "Sunshine Law" - §286.011, F.S.  
Ethics – §112.313, F.S.

### **D. COMMUNICATION GUIDELINES BETWEEN GOVERNING BOARD AND WRAC**

#### **1. Priority Plan Development and Revisions**

- a. Within three (3) months of being established the WRAC will develop a Priority Plan for approval by the Governing Board.
- b. The Governing Board and/or WRAC will provide updates to the Priority Plan on an "as needed" basis.

#### **2. Issue Identification and Input in the Development of the WRAC Agenda**

- a. The Governing Board, at their regularly scheduled meeting(s), can request that the WRAC schedule specific policy issues for consideration at the next available meeting, or request that the WRAC hold a special meeting to consider a policy issue. The Governing Board can request a time certain response from the WRAC. Governing Board request(s) for action will be made to the WRAC Chairperson.
- b. The Governing Board can request that Governing Board Operation's staff schedule a WRAC presentation on issues of concerns as part of the next Governing Board meeting or other date specified.
- c. From time to time, the Governing Board can request individual WRAC members to make a presentation at a regularly scheduled Governing Board meeting. Consideration will be given to the individual WRAC member's schedule.
- d. The Governing Board can request that Governing Board Operation's staff schedule a joint meeting with the WRAC.
- e. As a means of keeping the WRAC well informed regarding current water resource issues, the Governing Board will forward the results of major policy decisions to the WRAC.



### **3. WRAC Reporting To Governing Board**

- a. The WRAC Chairperson will provide monthly briefings to the Governing Board at their regularly scheduled meeting. Briefings will include, but are not limited to, WRAC recommendations, status updates, member presentations and future WRAC agendas.
- b. Recommendation(s) - As established in SFWMD Resolution 01-22 the WRAC will make every attempt to reach consensus on every issue reviewed. In order to meet Governing Board requested deadline, or if after a reasonable time frame the WRAC cannot reach consensus, the WRAC Chairperson can stop deliberations and forward the results of the deliberations to the Governing Board identifying the issue(s) that created the deadlock(s).
- c. WRAC recommendations that include comments directed at other organizations will be discussed with, and approved by the Governing Board as the District's position prior to finalizing and forwarding recommendations. WRAC recommendations not approved by the Governing Board may be forwarded but will not constitute the agency's position.
- d. WRAC members can request to speak to the Governing Board regarding specific stakeholders concerns at a regular Governing Board meeting. After notifying the WRAC at a regularly scheduled meeting Governing Board Operation's staff will make "time certain" appointments.

### **E. COMMUNICATION GUIDELINES BETWEEN SOUTH FLORIDA ECOSYSTEM RESTORATION TASK FORCE (TASK FORCE) AND WRAC**

On January 16, 2002, by consensus of the Task Force Members, the Water Resources Advisory Commission, became a Task Force Advisory Body pursuant to section 528(f)(2)(E) of the Water Resources Development Act of 1996, Public Law 104-303.

#### **1. Issue Identification and WRAC Agenda Development Process**

- a. The Task Force, at their regularly scheduled meetings, can request that the WRAC schedule specific policy issues for consideration at the next available meeting, or request that the WRAC hold a special meeting to consider a policy issue. The Task Force can request a time certain response from the WRAC. A Task Force request(s) for action will be made to the WRAC Chairperson. WRAC Committees established to consider specific Task Force request, shall be open to Working Group members.
- b. The Task Force can request that the WRAC Chairperson schedule a joint meeting between the WRAC and the Task force or the Working Group.
- c. The WRAC Chairperson may bring to the attention of Task Force those issues the WRAC may deem appropriate.
- d. As a means of keeping the WRAC well informed regarding current South Florida Ecosystem restoration issues, the Task Force will forward the results of major policy decisions to the WRAC.

## **2. WRAC Reporting To The South Florida Ecosystem Restoration Task Force**

- a. The WRAC Chairperson will provide regular briefings to the Task Force at their scheduled meetings. Briefings will include, but are not limited to, WRAC recommendations, status updates, member presentations and future WRAC agendas. WRAC staff will provide WRAC status updates to the Working Group at their regularly scheduled meetings.
- b. WRAC recommendations developed specifically for the Task Force will be discussed with, and approved by, the Governing Board as the District's position prior to forwarding the recommendations. WRAC recommendations not approved by the Governing Board may be forwarded, but will not constitute the agency's position.
- c. WRAC members can request to speak to the Task Force regarding specific stakeholders concerns at a regularly scheduled Task Force meeting. Prior notification shall be made to the WRAC Chairman at a regularly scheduled meeting. The Task Force Director will make "time certain" appointments at the next available Task Force meeting.

## **F. COMMUNICATIONS GUIDELINES BETWEEN WRAC MEMBERS**

### **1. Policy Discussions**

- a. All policy discussions will be held during properly noticed WRAC meetings.
- b. Staff will record members' position statements and specific questions made to the Governing Board or staff (staff will forward statements and questions to the Governing Board).
- c. Individual members can provide written information to all members of the commission. Members receiving said communications are not to reply to the sender of the message. Discussion on the issue raised will be held at the next scheduled meeting.
- e. From time to time the different stakeholders groups making up the WRAC membership can request that staff schedule a special stakeholder meeting(s) to discuss and formulate position statements on specific policy issues.

### **2. Agenda Development**

- a. Agendas for future WRAC meetings will be developed during regularly scheduled WRAC meetings. Decisions to add additional meeting to the schedule will be considered by the Chairperson during these discussions. A preference for the third Thursday will be given when scheduling additional WRAC meetings.
- b. Individual members can request that staff schedule a policy discussion at a future WRAC meeting. After receiving WRAC Chairperson approval, agenda items requested would be considered at the next WRAC meeting, if no time constraints exist.

- c. Agendas will be finalized after review and input from the Governing Board and approval from the Executive Director or designee and the WRAC Chairperson.

### **3. Procedures for Developing WRAC Recommendations**

- a. Once an issue has been assigned to WRAC for the development of recommendations to the Governing Board and the Task Force, the WRAC Chairperson can request that District's Clerk's Office staff develop a schedule for workshops to develop initial recommendations. The workshops will be designed in order for issues to be worked on by interested WRAC members in a small group setting. The WRAC Chairperson shall make every effort to ensure that WRAC member participation is representative of all of the Stakeholders categories represented at the WRAC. Participation of other interested parties will be welcomed at these workshops. District's Clerk's Office staff will facilitate these workshops.
- b. Recommendations developed in these workshops will be forwarded to the WRAC for further deliberations and adoption. Once adopted, these recommendations are forwarded to both the Governing Board and Task Force for their consideration.

### **4. Procedures for Scheduling and Voting on Resolutions**

- a. The Water Resources Advisory Commission at the September 5, 2002 meeting adopted voting Protocols requiring that any Resolution that would be voted on for any purpose:
  1. Would have been presented in full at a prior Commission meeting;
  2. Would be provided the opportunity for written or verbal comments (from the public and Commission members) between the initial presentation and subsequent meeting(s). Comments would be sent to staff for distribution to Commission members before the next meeting); and
  3. Would provide any comments made, either written or oral, along with the final product at the second, or subsequent instance of review; and
  4. Would provide ample notice to Commission members that voting would occur on a particular item on a particular date, so that the Commission members could arrange to be present for the vote.
- b. Voting or approval of any document and/or item could not occur unless, at a minimum, the above steps had been taken.
- c. As a general practice the Water Resources Advisory Commission would not vote on a Resolution dealing with local issues unless by consensus the Commission agrees to take vote.
- d. Only members will be able to vote.

### **5. Expected Meeting Behaviors**

WRAC members have agreed to abide by the following behaviors during the course of their meetings:

- Listen actively to others views. Seek to understand before being understood.

- Respect other's perceptions as their reality, even if you have a different point of view.
- Don't interrupt others when they are speaking.
- Don't engage in "side" conversations.
- Disagree without being disagreeable. Express a different viewpoint as a concern or another viewpoint.
- Stay on the point when speaking. Build on others' points.
- Encourage participation from everyone. Speak to the entire group, no one-on-one.
- Share the time equally. Avoid long-winded speeches.
- Be honest. Say what you have to say in the room, not "in the parking lot".
- Don't make anyone "pay a price" for what they say during the meeting.
- Deal with conflicts openly, decide as a group how to resolve them.
- Avoid overselling your ideas or beliefs.
- Don't throw grenades.
- Have fun, keep your sense of humor.

## **G. COMMUNICATIONS GUIDELINES BETWEEN DISTRICT STAFF AND WRAC**

### **1. General Communications**

- a. WRAC member's request for information will be made to District's Clerk's Office staff. District's Clerk's Office staff will coordinate a response with appropriate District staff and will ensure distribution to "Interested Parties" and maintain proper records.

### **2. Agenda Development**

- a. District's Clerk's Office staff will be responsible for the development of the WRAC agendas, ensuring that all parties concerned (Governing Board, WRAC Members including the WRAC Chairperson, District Staff and Executive Director are involved in the agenda development process.
- b. District's Clerk's Office staff will coordinate the agenda development process with other agency staff on an as needed basis.

### **3. How to Schedule an Issue for WRAC consideration**

- a. Governing Board Operation's staff will start the WRAC agenda development process three (3) months prior to a meeting. Agenda's are finalized and distributed ten (10) days prior to the meeting.
- b. Governing Board Operation's staff will be responsible for coordinating communications between WRAC members and SFWMD staff.
  1. SFWMD staff shall contact Governing Board Operation's staff to schedule an issue on the WRAC agenda.
  2. Governing Board Operation's staff will coordinate with the Executive Director, Deputy Executive Directors, Department and Division Directors, to schedule WRAC presentations requested by the Governing Board and/or WRAC.
- c. A minimum of forty-five (45) days advance notice is required for staff interested in scheduling an issue on the WRAC agenda. The lead time requirement is to allow the Governing Board an opportunity to review and comment on WRAC agendas.

- d. District's Clerk's Office staff will coordinate with all involved ensuring that staff presentations are well thought out and complete.
- e. Copies of the agenda and backup information will be posted on the WRAC web pages. WRAC members and interest parties will be notified by email of said postings. Copies of the materials will be mailed to the members and interested parties.

#### 4. **Presentation Overhead Requirements**

Overheads used for WRAC meetings must be clear and easy to read on the monitors. Please use the following format when preparing your presentations:

- a. Overhead Projector (ELMO)
  - Use an 8 ½ x 11 Horizontal (Landscape) format for the image area.
  - On an 8 ½ x 11 Sheet, the Image Area should be 6" x 8". This ensures proper proportions without cropping the image or having negative space.
  - Use 1 ¼" Borders  
The presentation overheads should use white background with black text. If graphics are on the page, color should be used for clarity. Elmo's overheads should not have a color background.
  - Type size should be 24 point to 32 point for text, 36 point to 44 point for headings. (Titles)
  - Use **upper and lowercase lettering** (easier to read than all capitals).
  - Maps, charts, or other illustrations should have legible type and heavy lines for clarity. (Can be in color)
  - Use heavy paper so the presentation from the previous page is not visible. Text Fonts should be **Arial Bold** or **Helvetica Bold**.
  - Text Fonts should always be dark colors, (BLACK).
- b. Slides
  - 1. Submit in standard Kodak 80 Slide Carousel.
  - 2. Slide Tray should include the following information:
    - a. Name of Presenter
    - b. Agenda Item Number
    - c. Number of Slides Used
  - 3. Slides should be submitted to District's Clerk's Office staff before the meeting starts.
  - 4. Slides with text should have color contrast for clarity (dark blue background with white text, for example). Please remember that if you reduce the font size to put more information on a page, it will be harder to read. It is better to use more overhead pages rather than a smaller font size.
- c. On Screen Shows  
Start with a blue background, yellow text for titles, white text for body and red bullets. These contrast and project well. If you need other colors for distinguishing from different things than use a light green or light blue.

#### 5. **How to submit WRAC Backup and/or Presentations Materials:**

- a. Back up materials intended to inform WRAC members prior to the meeting must be forwarded electronically to Governing Board Operation's staff 15 days prior to the meeting. Waiver of this 15 day requirements may be obtained for special conditions by contacting District's Clerk's Office staff ahead of due date.
- b. Copies of presentations meant for distribution at the meeting can be provided to Governing Board Operation's staff two (2) days prior to an out of town meetings or one (1) day prior to a headquarters' meetings.
- c. Number of copies needed for WRAC agenda items/presentation:
  - 1 electronic original
  - 150 B&W Copies for distribution on the day of the meeting (PowerPoint presentations shall be printed three (3) slides per page).